

- Digital recordings should only be deleted from the flash/memory card(s) after the recordings have been downloaded and saved to an inalterable state in a Read-Only media format (CD-R).
- Under **no** circumstances will a “Re-Writeable” disc format be utilized for digital recordings.

Digital Recording Transfer and Archive Procedures

- In order to preserve and maintain the original recording integrity and chain of custody of digital recordings, all captured digital recordings shall be archived as soon as practical.
- Recordings shall be transferred directly to a new, Read-Only media format (CD-R). The file name for the CD-R shall match that of the SHP case number. This disc shall be considered the Archived Digital Recordings (ADR) or Negatives of the case and shall be secured and stored in a secure manner by the First Sergeant.
- The Archive Digital Recordings disc, and disc case or sleeve shall be labeled to reflect the following information
 - Film numbering code (example: 97-08-01 where 97 represents the year 1997, 08 represents the month of August, and 01 represents the first roll of film for the month of August)
 - Date the photographs were taken
 - Location of the scene/address, and
 - Name and initials of the member taking the photographs
- Labels shall be written on the CD-R with a CD marker (not a Sharpie or ink pen). Adhesive labels can be used only on the CD case or sleeve.
 - A second transfer of all digital recordings shall be made to a new, “Read-Only” media format, CD-R. This CD-R will be labeled as a Working Digital Recording (WDR) disc to be retained by the Member/Scene Investigator. The WDR shall reflect the same information on the CD-R and the CD-R case/sleeve as the ADR. Only the WDR can be sent to TSU for printing. Any additional copies of the digital recordings should be labeled as WDR. These would be copies requested by defense or prosecutor or by any other party under the public records law.
 - The member shall review both the ADR and the WDR CD-Rs with the digital recordings, prior to formatting (erasing) the flash/memory card.
 - Members shall not make any enhancements to any Archived Digital Recordings (ADR). If digital enhancements are needed, the WDR CD-R